

New Employee Orientation

Connecticut Department of Labor

Welcome to the CT Department of Labor, we are excited to have you join our team!

The mission of the Connecticut Department of Labor (CTDOL) is to protect Connecticut's workers from labor law violations and promote global economic competitiveness through strengthening the state's workforce. CTDOL collaborates with business and industry leaders on Registered Apprenticeship programs and other workforce pipeline initiatives, and conducts U.S. Bureau of Labor Statistics research including collecting, analyzing, and disseminating workforce data.

You will spend your first day meeting with our Human Resources team going over benefits, forms and getting your documents together. After Human Resources New Hire Orientation expect to meet with your direct manager/supervisor and get familiar with your unit. We hope you are as thrilled as we are about your first day!

Your Human Resources Representative sent you a New Employee Orientation Packet with details about where to go and what to bring with you on your first day. If you have questions before coming in, please contact your Human Resources Representative or email DOL.HR.OnBoarding@Ct.Gov

Form Instructions

1. Attached to this email are two (2) separate packets of forms. Fill out the required fields in the New Employee Orientation Packet and click "Submit" at the bottom of each packet. The packets will be delivered to the appropriate unit.
2. Forms that require your signature will be printed and ready to be signed on your first day.

Before you start:

The New Employee Orientation Packet can be filled out via Adobe Reader, please try your best to fill out the fields and submit no later than three (3) days before your start date.

We understand you may not have all the information to complete each section of the forms but an HR Representative will be present on your first day to assist you.

- Please take the time to read the policies below as you will sign off that you have received them as part of orientation.
- Should you have any questions regarding policies, please make sure to bring them up on your first day.

On your first day:

- Please bring your required I-9 documents. A list of acceptable documents can be found on the Employment Eligibility section of your New Employee Orientation Packet.
- If you plan on enrolling dependents in health insurance: please bring a copy of your marriage license, social security cards and birth certificates for each dependent.

Note about Benefits:

Retirement – New Hires to the state are generally members of the Tier IV retirement plan:

[Retiree Resources \(ct.gov\)](#)

The SERS Tier IV plan is comprised of both a traditional Define Benefit component and a new Define Contribution component. Information about this plan can be found on the State of Connecticut Defined Contribution website, [WORK SAVE Play: State of Connecticut Defined Contribution Plans \(ctdcp.com\)](#) and in the Tier IV summary Documents for both the Defined Benefit and Define Contribution portions of the plan.

Medical and Dental Insurance Coverage – Coverage becomes effective on the first of the next month from your start date (ex. If you start September 1st, coverage will begin on October 1st).

The Payroll Department will contact within your first few weeks of work to enroll you in coverage. Please look at the [State of Connecticut Employees Health Care Options Planner](#) to review plan options.

General Employee Benefits and Information

As a State of Connecticut employee, you may be entitled to a host of benefits that are not only attractive, but also may be portable should your career bring you to other avenues of state service. From 13 paid holidays to accruing vacation time, being a State of Connecticut employee not only gives you the opportunity to make a difference in someone's life, but the time to enjoy your own. Listed below are just some of the benefits the State of Connecticut offers depending on the position you hold:

- [State of Connecticut Employee Benefits \(ct.gov\)](#)
- [General Employee Benefits \(ct.gov\) \(1/20/2022\) *](#)
- [Flexible Spending Benefit Accounts \(ct.gov\) **](#)
- [Link to Collective Bargaining Contracts ***](#)
- [State of Connecticut Employee Health Benefits Guide \(1/10/2022\)](#)
- [State of Connecticut Job Openings](#)
- [2024 State Holidays and Check Dates](#)
- [CSE Credit Union](#)
- [CT Labor Department Federal Credit Union](#)
- [Employee Assistance Program](#)
- [Connecticut Higher Education Trust \(CHET\) | Fidelity](#)
- [Group Life Insurance for Employees of the State of CT](#)

* *If you have dependents that will be on your health insurance, please bring copies of applicable birth certificates/marriage license.*

** *Enrollment: Eligible employees working at least half time (0.50 FTE – Full Time Equivalent) can enroll in DCAP and MEDFLEX through TASC during one of the following periods:*

- *Within thirty-one (31) days of hire;*
- *Within thirty-one (31) days of a change in family status; or*
- *The annual open enrollment period.*

*** *Current contracts for state employee bargaining units in the executive branch.*

Accrued Leave

Sick Leave:

Each employee shall accrue sick leave at the rate of one and one-quarter (1-1/4) days or the equivalent per including authorized leave with pay. Please refer to DOL's Dependability Policy and your union contract for use of sick leave.

Vacation:

Upon **successfully completing** your initial probationary period (typically 6 months), you may request to use accrued vacation time. Schedule as follows (based on a 40 hour per week):

- 0-5 years of service: 1 day per month (12 days per year)
- 5-20 years: 1-1/4 days per month (15 days per year)
- 20 or more years: 1-2/3 days per month (20 days per year)

Personal Leave:

In addition to annual vacation, each full-time **permanent** employee shall have three (3) days of personal leave of absence with pay in each ~~calendar year~~. Personal Leave days not taken in a calendar year shall not be accumulated.

Please note that no such leaves will accrue for any calendar month in which an employee is on leave of absence without pay an aggregate of more than five (5) working days.

Policies

You will be required to sign that you have received the materials listed below and understand that as a condition of employment, it is your responsibility to read these materials and to comply with the policies and directives.

As you open the links below, you may receive a message regarding files possibly containing viruses, please keep in mind that the link is from trustworthy sources.

- **[DOL Employee Handbook – DOL \(2023\)](#)**
- **[Acceptable Use of State Systems Policy - Statewide \(2019\)](#)**
- **[ADA Reasonable Accommodation Policy - DOL \(2023\)](#)**
- **[Affirmative Action Policy Statement – DOL \(2023\)](#)**
- **[AIDS Policy – DOL \(7/16/2012\)](#)**
- **[Background Check Policy and Procedures – DOL \(10/31/2022\)](#)**
- **[DAS Policy for Motor Vehicles Used for State Business GL#115 – Statewide \(9/2019\)](#)**
- **[Disposition of Public Records Policy – DOL \(11/28/2011\)](#)**
- **[Discrimination and Illegal Harassment Prevention Policy – DOL \(April 2023\)](#)**
- **[Drug Free Workplace State Policy – DOL \(7/16/2012\)](#)**
- **[Employee Conduct Policy – DOL \(8/3/2018\)](#)**
- **[Employee Dependability Policy – DOL \(7/16/2012\)](#)**
- **[Employee Discipline Policy – DOL \(7/16/2012\)](#)**
- **[Ethical Conduct Policy – DOL \(8/2013\)](#)**
- **[Family Violence Leave Policy – Statewide GL 34 \(1/2022\)](#)**
- **[Federal Family & Medical Leave Act – DOL \(7/16/2012\)](#)**
- **[Harassment/Discrimination Policy – DOL \(10/12/2018\)](#)**
- **[Health and Safety Policy – DOL \(7/16/2012\)](#)**
- **[Internal Discrimination Complaint Form – DOL \(April 2023\)](#)**
- **[Internal Security Standards - DOL](#)**
- **[Office Automation Policy, Standards and Guidelines – DOL \(7/16/2012\)](#)**
- **[Personal Wireless Device Policy \(Rev. 9/9/2020\)](#)**
- **[Phone Use Policy \(Rev. 4/23/2023\)](#)**
- **[Policy for DOL Facility Occupancy – DOL \(7/9/2020\)](#)**
- **[Professional Image Policy – DOL \(3/1/2023\)](#)**
- **[Prohibition of Weapons in DOL Worksites Policy – DOL \(8/10/16\)](#)**
- **[Public Officials and State Employees Guide to the Code of Ethics - Statewide \(11/2021\)](#)**
- **[Software Anti-Piracy Policy – DOL \(7/16/2012\)](#)**
- **[Violence in the Workplace Prevention – DOL \(4/2012\)](#)**
- **[Workers Compensation Rights Responsibilities and Claims \(ct.gov\) - Statewide](#)**
- **[Workplace Incident Report and Footprints Instructions – DOL \(2015\)](#)**